



This Charter is a statement of the scope, objectives and participants in the Northwest Kansas Preparedness Healthcare Coalition (HCC). It outlines the mission of the HCC, identifies the stakeholders, provides a preliminary delineation of roles and responsibilities, and defines the authority of the HCC manager. It serves as a reference of authority for the future of the HCC.

The purpose of the Northwest Kansas HCC is to bring together a multi agency and multidisciplinary group of entities and individuals working together to promote, consolidate and collaborate in a unified response to emergencies affecting the region.

Mission

- Building relationships and partnerships.

- Facilitating communication, information and resource sharing.
- Promoting situation awareness among HCC members.
- Coordinating training, drills and exercises.
- Strengthening medical surge capacity and capabilities.
- Assisting emergency management and Emergency Support Function (ESF) #8 partners.
- Maximizing movement and utilization of existing resources.

HCC Membership

Membership: Membership in the HCC is open to all entities or individuals that agree to work collaboratively on healthcare preparedness and emergency response activities.

Essential Membership – all significant players in emergency preparedness are urged to participate as essential members of the HCC.

The HCC will become effective upon the ratification of this charter by the following entities within the region:

- All hospitals in the region.
- At least one long term care facility.
- At least one EMS agency.
- At least one community health center or a Federally Qualified Health Center.
- At least one local public health representative from each public health region and/or any stand alone agencies. All public health departments are encouraged to participate.
- At least one emergency management representative.
- A representative from the mental health community.

General Membership – General Membership in the HCC is opened to any entity or individual in the community desiring to participate in healthcare preparedness.

Membership responsibilities/expectations: Members of the HCC will designate a representative and an alternate to ensure ongoing participation in the HCC. Representatives should:

- Be individuals with decision-making authority.
- Attend regularly scheduled meetings.
- Participate in establishing priorities for the HCC
- Educate and inform member organizations on HCC activities.
- Participate in HCC-sponsored training exercises and drills.

Conducting HCC Business

Voting membership: Each Essential Member shall have one vote.

Quorum: A quorum necessary to conduct the business of the HCC shall consist of 51 percent of those Essential Members participating in a meeting. A quorum may be achieved by Essential Members being physically present at a site or joined electronically.

Votes on Issues: Passage of issues voted on by the HCC Essential Members requires one vote over fifty percent of the Essential Members participating in the meeting whether physically or electronically present.

Changes to Charter: Passage of changes to this Charter or any other organizational document requires a vote of Two-Thirds (2/3) of **all** Essential Members.

Meetings

The HCC shall hold quarterly meetings. Special meetings may be convened at the request of the HCC Coordinator or the Chair.

Notice for regular quarterly meetings shall be provided to all members at least ten working days prior to the meeting. Notice for special meeting shall be provided at least five working days prior to the meeting. Notices shall include the time, place and objective of the meeting, and the means available to join the meeting electronically. No business at a special meeting may be transacted except as specified in the notice.

The meeting agenda for regular meetings will be developed. Minutes of all meetings shall be prepared and distributed to the membership.

HCC Leadership Roles

HCC Coordinator (Regional Hospital Coordinator): The HCC Coordinator is responsible for planning, implementing and evaluating HCC activities. Tasks of the HCC Coordinator include:

- Providing general oversight for HCC activities and associated projects;
- Management of HPP grants, including the preparation and submission grant documents such as work plan deliverables, and state and national reporting;
- Serving as the point of contact to the Kansas Department of Health and Environment (KDHE) and the Kansas Hospital Education and Research Foundation (KHERF); and
- Providing technical assistance to community hospitals and discipline representatives; promoting healthcare preparedness within the region, such as extending invitations to community partners to attend HCC meetings.

The HCC Coordinator shall collaborate with the elected leadership of the HCC to achieve its goals and objectives.

Chair: The Essential Members shall elect a Chair of the HCC. The Chair shall represent the HCC and shall collaborate with the HCC Coordinator in conducting the business of the HCC. The Chair shall work with HCC members to promote collaboration. The Chair shall represent the HCC on state committees. The term of office for the Chair shall be two years.

Vice-Chair: The Vice-Chair shall perform the duties of the Chairperson in their absence. The Vice-Chair shall assume the position of the Chair at the conclusion of the Chair's term.

Secretary: The Essential members shall elect a secretary. The secretary shall take and

distribute minutes of the meetings. The term of office shall be two years.

Election of Officers: Election of officers shall take place every two years, or as necessary to fill a vacancy, the Essential Members shall elect a new Vice-Chair.

Elections shall be held in January. Officer terms shall take effect at the beginning of the fiscal year, July 1st.

Other Officers and Committees: The Essential Membership may create such other officers and such committees as it deems necessary to conduct the business of the HCC.

Additional Provisions

This Charter shall not supersede any existing mutual aid agreement or agreements.

This Charter shall not be interpreted or construed to create a legal relationship, association, joint venture, separate legal entity or partnership among the member bodies, nor to impose any partnership obligation or liability upon any member. Further, no member shall have any authority to act on behalf of or as or be an agent or representative of, or to otherwise bind, any other member body.

No member of the HCC shall be required under this Charter to indemnify, hold harmless and defend any other member from any claim, loss, harm, liability, damage, cost or expense caused by or resulting from the activities of any HCC officer, employee or agent.

APPROVAL OF CHARTER: Participation in the activities of Northwest Kansas HCC constitutes assent to the terms of this charter.